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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF FINANCE
(Department of Revenue and Insurance)
NOTIFICATION
INSURANCE

New Delhi, the 27th May 1974

S.O. 326(E).—Whereas the Central Government is of opinion that for the more efficient carrying on of general insurance business it is necessary so to do;

Now, therefore, in exercise of the powers conferred by clause (g) of sub-section (1) of section 16 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby frames the following Scheme to provide for the rationalisation and revision of pay scales and other terms and conditions of service of employees working in Supervisory, Clerical and Subordinate positions under insurers, namely:—

1. **Short title and commencement.**—(1) This Scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. **Application.**—The provisions herein contained shall apply to all persons (other than officers and development staff) working in Supervisory, Clerical and Subordinate positions in India—

(i) who were confirmed whole-time employees on the 31st day of December, 1972 of any of the Indian insurance companies;

(ii) who were confirmed whole-time employees on the 31st day of December, 1972 of any existing insurer other than an Indian insurance company and who had become employees of an Indian insurance company in terms of sub-section (1) of section 7;

(iii) who were temporary whole-time employees under any of the Indian insurance companies or any existing insurer other than an Indian insurance company and confirmed before the commencement of this Scheme;

(iv) who are recruited by the Corporation or any of its Subsidiaries after the commencement of this Scheme;

but shall not apply to persons—

(a) employed under specific contracts of employment;

(b) under part-time employment; and

(c) who have resigned or whose services have been terminated prior to the commencement of this Scheme:

Provided that in respect of persons referred to in clause (iii), the provisions of this Scheme shall take effect only from the date on which the persons concerned were confirmed in their respective posts.

3. **Definitions.**—In this Scheme, unless the context otherwise requires—

(a) "Act" means the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972);

(b) "Custodian" means, until the post is redesignated as the Chairman-*cum*-Managing Director, a Custodian of any of the four companies referred to in sub-section (2) of section 16, and with effect from the date of redesignation of the post, any reference in this Scheme to the Custodian shall be construed as a reference to the Chairman-*cum*-Managing Director;

(c) "employee" means an employee to whom the provisions of this Scheme apply;

(d) "insurance examination" means an insurance examination specified in paragraph IV of the First Schedule;

(e) "Managing Director" means the Managing Director of the General Insurance Corporation of India formed under section 9;

(f) "new scale of pay" means the new scale of pay and dearness allowance and other allowances as set out in the First Schedule;

(g) "section" means a section of the Act;

(h) "Schedule" means a Schedule appended to this Scheme;

(i) "Subordinate Staff" means an employee working in a position such as Daftry, Machine Operator, Jamadar, Head Peon, Peon, Liftman, Gardener, Plumber, Watchman and Sweeper.

4. **Pay and allowances of employees.**—(1) Every employee shall have an option to elect by notice in writing, addressed to the Custodian through the Head of his Office within ninety days from the date of commencement of this Scheme, either to be governed by the new scale of pay or by the scale of pay and allowances applicable to him immediately before the commencement of this Scheme and the option once exercised shall be final.

Explanation 1.—For the purposes of this paragraph and in paragraphs 5 and 6, "employee" means an employee referred to in clause (i) or clause (ii) or clause (iii) of paragraph 2.

Explanation 2.—For the purposes of this paragraph, "new scale of pay" means the pay, dearness allowance and other allowances but does not include kit allowance and uniform and washing allowance.

(2) (a) Where any employee elects to be governed by the new scale of pay, he shall be paid pay, dearness allowance and other allowances in accordance with the new scale with effect from the date he exercises the option under sub-paragraph (1) and such employee shall be paid for the period commencing on the 1st day of January 1973 and ending with the day preceding the date of option, the difference of pay, dearness allowance and other allowances between the new scale and the scale which was applicable to him immediately before the date of option as if the new scale of pay were in force during the said period:

Provided that where for the period aforesaid such employee had drawn pay, dearness allowance and other allowances under the old scale in excess of the amount determined under the new scale, he shall not be required to refund the excess so drawn.

(b) Where any portion of leave had been encashed by such employee during the period referred to in clause (a), such employee shall not be required to, refund any amount realised by him by way of such encashment and where as a result of applying the provisions of this Scheme such employee would be entitled to any arrears of payment in respect of such leave, such arrears shall be paid to him.

(3) (a) Where an employee elects to be governed by the scale of pay and allowances applicable to him immediately before the commencement of the Scheme, the employee shall, from such commencement, continue to receive the monthly pay and allowances in accordance with the said scale.

(b) Where during the relevant period such employee was holding a post other than the one on which he was normally employed or was in receipt of any allowance of a transient nature, the salary and allowances which he would have drawn in the normal post shall alone be taken into account.

(c) In respect of all matters other than the new scale of pay, such employee shall be governed by the provisions herein contained in respect of such matters:

Provided that where such employee is promoted to a higher grade, the scale of pay and allowances in that grade in relation to such employee shall be those specified herein for such higher grade.

5. **Categorisation of employees.**—(1) The employees shall be catgeorised into the appropriate categories on the basis of their substantive positions and nature of work as on the 1st day of January, 1973, as specified in sub-paragraphs (2) to (4).

(2) (a) *Superintendents.*—Subject to sub-paragraph (4), the following shall be eligible to the considered as Superintendents, namely:—

(i) all those designated as Superintendents, Section Heads, Assistant Superintendents, Staff Assistants, Head Clerks, and Supervisors working in a supervisory capacity;

(ii) all those designated as Junior Officers in United India Fire and General Insurance Company Limited, Unit—"Union Cooperative";

(iii) all those employees with specific scales or qualifications specially recruited in a position equivalent to one of those mentioned in sub-clause (i) or sub-clause (ii).

(b) *Senior Assistants.*—(i) Subject to sub-paragraph (4), where there are two clerical grades other than the grade of Superintendents categorised under clause (a), those in the higher of the two grades shall be eligible to be categorised as Senior Assistants on the basis of duties discharged by them. Where there are more than two such grades, those in the highest of such grades shall be eligible to be categorised as Senior Assistants.

(ii) Subject to sub-paragraph (4), where there is only one clerical grade. those who comply with any of the following conditions as on the 1st January, 1973 shall be eligible to be categorised as Senior Assistants, namely:—

(A) ten years as Clerks or Assistants; or

(B) eight years as Clerks or Assistants and have passed the Licentiate Examination of the Federation of Inurance Institutes; or

(C) seven years as Clerks or Assistants and have passed the Associateship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute; or

(D) five years as Clerks or Assistants and have passed the Fellowship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute.

(3) (a) *Stenographers.*—All those working as Stenographers or in equivalent posts and all those working as Steno-typists or Short-hand typists or in equivalent posts and who hold a certificate for at least 100 words per minute for dictation and at least 40 words per minute for typing issued by any examining body constituted by Government or who pass a test to be held, with a speed of at least 100 words per minute for dictation and at least 40 words per minute for typing, shall be eligible to be categorised as Stenographers.

(b) *Assistants.*—All employees falling into one or more of the following categories shall be categorised as Assistants, namely:—

(i) all employees doing routine clerical work on a regular basis;

(ii) all employees, designated as Clerks, Junior Clerks, Assistants, Telephone Operators, Receptionists, Telex Operators, Punch Card Operators, *Unit Record Machine Operators and Comptists;*

(iii) all employees working as Typists in the Junior Clerical grade or equivalent Typists' grade;

(iv) all those working as Stenographers, Steno-typists, Short-hand typists or equivalent posts who are not categorised as Stenographers;

(v) all other clerical staff who are not categorised as Senior Assistants or as Superintendents.

(c) *Record Clerks.*—All employees designated as Record Clerks or Filing Assistants and all employees who are not in the specific salary grade relating to Subordinate Staff and whose duties are mainly one or more of the following shall be categorised as Record Clerks, namely:—

(i) filing and tracing of papers;

(ii) opening, sorting and distribution of inward mail;

(iii) addressing envelopes;

(iv) operation of banda and duplicating machines;

(v) operation of hand operated addressing machines;

(vi) maintenance of alphabetical or numerical index;

(vii) destruction of old records marked for destruction by superiors.

(d) (i) *Drivers.*—All employees working solely as drivers of mechanically propelled vehicles shall be categorised as Drivers.

(ii) *All other Subordinate Staff.*—All employees working in various subordinate positions shall be categorised as Subordinate Staff.

(4) The cadre strength for the posts specified in paragraph (2) and clause (a) of sub-paragraph (3) shall be determined by the Custodian on the basis of the need for personnel at different levels and of different types. If the number of employees eligible to be so categorised exceeds the relative cadre strength, selection of employees to be categorised as such shall be made on the basis of qualifications, length of service and proficiency on the job.

(5) The decision of the Custodian regarding the category to which an employee shall be assigned for the purpose of fitting such employee in the new scale shall be binding on the employee.

6. **Method of fixation.**—(1) Every employee, other than an employee who elects not to be governed by the new scale of pay, shall be fitted into the new scale of pay relating to the category in which he is placed at a basic salary in the new scale of pay which shall be the highest of the three amounts ascertained on the basis of the following alternatives, namely:—

(a) by giving one increment over the starting salary of the scale for every two completed years of service as on the 1st day of January, 1973 in that category.

In respect of persons categorised as Senior Assistants in terms of sub-clause (ii) of clause (b) of sub-paragraph (2) of paragraph 4, the basic salary in the grade of Junior Assistants shall be ascertained by alternative and the basic salary in the grade of Senior Assistants which is equivalent to or next higher (to the basic salary in the Junior Assistant's grade) shall be taken as the applicable basic salary.

If the basic salary so determined be Rs. 270 or more but not over Rs. 500 and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

(b) by determining whether the aggregate of basic salary and dearness allowance in the new scale as on the 1st day of January, 1973 is equivalent to or immediately next above the aggregate of the basic salary as on that date and corresponding *ad hoc* allowance or *ad*

hoc personal pay granted as a result of the latest *ad hoc* settlement and corresponding dearness allowance as on that date.

If the basic salary so determined be Rs. 25. 245 or more but not over Rs. 315, and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

(c) by determining whether the basic salary in the new scale is equivalent to or immediately next above the total of the present basic salary and add an amount of Rs. 10.

If the basic salary so determined be Rs. 270 or more but not over Rs. 500 and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative.

NOTE 1.—For the purpose of alternative (c), the expression "present basic salary" means the basic salary which the employee would have drawn on the 1st January 1973 (after the increment due on that date, if any) but for the coming into force of this Scheme, and does not include any other amount such as personal pay or functional allowance or *ad hoc* allowance or any other allowance by whatever name known notwithstanding any provisions in the terms and conditions regarding the payment of such amounts.

NOTE 2.—For the purposes of this sub-paragraph, if any employee received a consolidated salary or allowance immediately before the 1st day of January, 1973 in a company which had no definite scales of dearness allowance, the consolidated salary will not be treated as basic salary but the Custodian shall determine the appropriate amount to be considered as the present basic salary for the employee.

(2) Where the basic salary as determined under sub-paragraph (1) exceeds the ceiling of the new scale, it shall be fixed at the ceiling of the new scale.

(3) Where an employee is fitted in on the basis of alternative (a) or alternative (c) of sub-paragraph (1), at a basic salary below Rs. 270 and where the basic salary of the employee reaches or exceeds Rs. 270 on the grant of annual increment on or before the 1st day of January, 1974, the employee shall be given an extra increment in the grade effective from the date of his annual increment.

(4) Where an employee is fitted in on the basic of alternative (b) of sub-paragraph (1) at a basic salary below Rs. 245 and where the basic salary of the employee reaches or exceeds Rs. 245 on the grant of annual increment on or before the 1st day of January, 1974, the employee shall be given an extra increment in the grade effective from the date of his annual increment.

(5) Where in respect of an employee the aggregate gross salary as on the 1st day of January 1973 (comprising of the new basic salary, dearness allowance, qualification pay, functional allowance, house rent allowance, city compensatory allowance and hill station allowance) determined under this paragraph is less than his aggregate gross salary immediately before the said date (comprising only of the present basic salary, dearness allowance, *ad hoc* allowance or *ad hoc* personal pay, functional allowance, qualification pay, house rent allowance, city compensatory allowance, hill station allowance and lunch allowance, paid in cash), the excess of the aggregate gross salary over the new aggregate gross salary after fixation shall be paid to the employee as Personal Pay.

7. **Increments.**—(1) Increments in the new scale shall be due every year on the first day of the month in which the last increment prior to the 1st day of January, 1973 was granted or on the first day of the month following that in which he completes 12 months of continuous service. Where increment falls due on the 1st day of January, 1973, the new scale shall be made applicable after giving the employee one increment in his existing scale.

(2) In respect of employees whose basic salary is fixed at the maximum of the new scale on the 1st day of January 1973 under paragraph 5 and those who will be reaching the maximum at any time thereafter during the period of their service, the Custodian or the Managing Director as the case may be, may consider, subject to the record of work of the employees being found satisfactory

granting of one additional increment for every two years of service rendered by them after the 1st day of January 1973 or after the date of their reaching the maximum of their respective scales, if later, at the rate of the last increment drawn in the scale and not more than three such increments shall be granted under this provision.

8. **Hours of work.**—(1) (a) The hours of work which shall constitute a normal working day for all employees in supervisory and clerical grades at all the offices shall be from 10.00 a.m. to 5.00 p.m. with 45 minutes lunch break on week days and 10.00 a.m. to 2.00 p.m. on Saturdays.

(b) The normal hours of work for subordinate staff attached to offices shall be from 9.30 a.m. to 5.00 p.m. with 45 minutes lunch break on week days and 9.30 a.m. to 2.00 p.m. on Saturdays:

Provided that the hours of work for Telephone Operators, Mail Department staff and Subordinate Staff in any particular department specified by the Custodian or the Managing Director may be different from the normal working hours of the office concerned.

(2) The normal hours of work for Drivers and staff, such as, liftmen, cleaners, watchmen, electricians, plumbers and gardeners, shall be 8 hours on all six week days, including Saturdays, and subject to this overall limit of eight hours, the actual hours of work for each office shall be such as may be fixed by the Custodian or the Managing Director.

9. **Holidays.**—All offices shall observe all holidays declared by the respective State Governments as holidays under the Negotiable Instruments Act, 1881 (26 of 1881) but excluding such holidays as are expressly declared for the purpose of enabling banks to close their accounts. Where the number of such holidays is less than 22 in any year, such additional holidays and half-holidays as the Custodian or the Managing Director may decide may be observed on account of local festivals, provided that the total number of holidays in a year does not exceed 22 full holidays and 3 half-holidays.

NOTE.—In case of half-holidays the office shall remain closed either for the pre-lunch period or for the post-lunch period of the normal working period. Holidays falling on Saturday may be considered as full holidays.

10. **Leave.**—(1) Subject to the provisions of this Scheme, the following kinds of leave may be granted to an employee:—

(a) casual leave;

(b) earned leave;

(c) sick leave;

(d) maternity leave;

(e) examination leave;

(f) quarantine leave;

(g) trade union leave.

(2) The following general principles shall govern the grant of leave to an employee—

(a) leave is earned by duty or service;

(b) leave cannot be claimed as a matter of right;

(c) when the exigencies of service of the Corporation or any of its subsidiaries so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Explanation.—Sanction of leave may not be presumed and leave asked for should not be availed of unless it has been specifically sanctioned;

(d) it will be permissible to prefix or suffix or prefix and suffix holidays or Sundays to any kind of leave;

(d) casual leave cannot be availed of in conjunction with any other kind of leave. Subject to this condition, any kind of leave under this Scheme may be granted in combination with, or in continuation of, any other kind of leave.

(3) *Earned leave.*—(a) Every employee shall be entitled to earned leave of 30 days for every year of continuous service.

(b) Leave upto a maximum of 120 days may be sanctioned at ony one time.

(c) The period of earned leave which may be accumulated by an employee shall be 180 days.

(4) *Casual leave.*—(a) An employee may be granted casual leave upto a maximum of 15 days in a calendar year but for not more than 6 days at a time. Casual leave may normally be availed of only after sanction by the competent authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen emergency provided the Head of the Office is promptly advised of the circumstances in which prior sanction could not be obtained.

(b) It will be permissible to avail of casual leave either for the forenoon or the afternoon only on any week day when the period of leave shall be treated as half-day but leave taken on Saturday or on a day when half-day holiday is declared shall be treated as full day.

(5) *Sick leave.*—An employee shall be entitled to sick leave on medical certificate issued by such medical authority as may be specified by the Custodian or the Managing Director. The employee shall be entitled to sick leave at the rate of 30 days per year and the period of sick leave that can be accumulated by such employee shall be upto a maximum of 240 days.

(6) *Maternity leave.*—A female employee shall be entitled to maternity leave not exceeding 90 days. The spread of leave between pre-natal and post-natal periods will be left to the convenience of the employee:

Provided that where a female employee having three living children takes leave for confinement, such leave shall be treated as earned leave and if earned leave is not admissible, as sick leave if such sick leave is admissible.

(7) *Examination leave.*—An employee appearing for an insurance examination may be permitted to avail of examination leave to cover the actual duration of the examination and in case it is necessary to travel to a different place from the place of work to write the examination, the minimum journey time to the nearest centre and return may also be treated as examination leave.

(8) *Quarantine leave.*—The Custodian or the Managing Director or any other officer authorised by the Custodian or the Managing Director in this behalf may consider on merits any request for quarantine leave but no employee shall claim such leave as a matter of right.

(9) *Trade Union leave.*—(a) Special leave for *bona fide* trade union work may be granted upto a maximum of 15 days per year, excluding actual journey time, to each of not more than 15 persons belonging to a recognised union and nominated by such union.

(b) Special leave for similar purpose may also be granted upto a maximum of 10 days per year, excluding actual journey time, to each of not more than 20 other persons belonging to the recognised union referred to in clause (a) and nominated by such union.

11. **Provident Fund.**—Every employee shall contribute to the Provident Fund at 8 per cent of his basic salary and dearness allowance, with an equal contribution by the Corporation or any of its Subsidiaries.

12. **Retirement.**—The normal age of retirement shall be 60 years:

Provided that an employee attaining the age of 60 years during any month shall retire only on the last of the immediately following month.

13. **Gratuity.**—An employee shall be paid gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972 (39 of 1972):

Provided that the gratuity payable under this Scheme shall in no case exceed 20 months wages or Rs. 20,000, whichever is less, subject to the conditions that—

(i) where the wages last drawn by any employee exceeds Rs. 1,000, it shall be deemed to be Rs. 1,000 for the purpose of determining the quantum of gratuity; and

(ii) the rate at which gratuity should be paid shall stand increased as under:—

Number of completed years of service	Rate of gratuity for each year of service in number of month's wages
12	0.6
13	0.7
14	0.8
15 or more	1.0

Explanation.—In this paragraph, "wages" shall have the meaning assigned to it in clause (s) of section 2 of the Payment of Gratuity Act, 1972 (39 of 1972).

14. **Overtime allowance.**—An employee may be required to work beyond the normal working hours whenever it is found necessary in the interests of office work. When an employee is required to work for more than half-an-hour in excess of his normal working hours on any day, he shall be paid an overtime allowance calculated as follows:—

(a) *Supervisory and Clerical Staff.*—When the number of hours overtime does not exceed 42 working hours including the normal working hours during the week from Sunday to Saturday,—

(i) at one and a half times the hourly rate of wages for the month;

(ii) for overtime hours of work in excess of 42 hours including normal working hours during the week, at twice the hourly rate of wages for the month.

(b) *Subordinate Staff.*—When the number of hours overtime does and exceed 45 working hours including the normal working hours during the week—

(i) at one and a half times the hourly rate of wages for the month;

(ii) for overtime hours of work in excess of 45 hours including normal working hours during the week, at twice the hourly rate of wages for the month.

(c) *Drivers and building staff.*—When the number of overtime hours of work during the week does not exceed 7 hours—

(i) at one and a half time the hourly rate of wages for the month;

(ii) for overtime hours of work in excess of 7 hours during the week, at twice the hourly rate of wages for the month.

(d) *General.*—For overtime work done on holidays and Sundays, payment shall be made on the same basis as for other days. However, for work done on a Sunday, a compensatory holiday shall be given during the following week in addition to the payment of overtime allowance.

Note 1.—Period of overtime shall be rounded off to the nearest half-hour.

Note 2.—No employee shall be asked to work overtime for more than 90 hours in a calendar year.

15. **Officiating allowance.**—An employee may be required to hold officiating charge of a post in a higher category or additional charge of an equivalent post whenever considered necessary and where such officiating charge or additional charge is held for a continuous period of 15 days or more, the employee shall be paid a *pro-rata* allowance as follows, namely:—

(i) officiating in a higher category of post: 20 per cent of his basic salary, subject to a maximum amount of Rs. 100 per month;

(ii) additional charge of an equivalent post: 10 per cent of his basic salary, subject to a maximum amount of Rs. 50 per month.

Note.—Where the post in which the employee officiates or the post of which he holds additional charge carries a functional allowance, the employee may receive a *pro-rata* functional allowance for the period he officiates or holds charge.

16. **Travelling allowance.**—An employee may be required to proceed on tour on official work. The rates of travelling allowance and halting allowance and the conditions subject to which such allowances become payable shall be as specified in the Second Schedule.

17. **Leave travel subsidy.**—The rates of leave travel subsidy and the conditions subject to which such subsidy becomes payable shall be as specified in the Third Schedule.

18. **Transfers and change of place of work.**—The Custodian or the Managing Director or any other officer authorised in this behalf by the Custodian or the Managing Director may transfer an employee from one department to another or from one office of any company or Corporation to another office of that company or any other company or the Corporation.

19. **Work load, norms and mechanisation.**—(1) The pattern of work load and the system of measurement of work shall be such as may be specified by the Managing Director after consultation with the unions.

(2) The Managing Director may, after consultation with the unions, introduce mechanisation to the extent necessary for precise working without effecting retrenchment.

20. **Festival advance.**—An employee may be granted a festival advance subject to the following conditions, namely:—

(a) festival advance shall be granted only once during each calendar year;

(b) no advance shall be granted unless the advance previously drawn has been fully repaid;

(c) the amount of advance shall not exceed one month's gross salary, or Rs. 400, whichever is less;

(d) the advance shall be repaid free of interest in not more than ten monthly instalments, commencing from the month in which the advance is drawn.

21. **Interpretation.**—Where any doubt or difficulty arises as to the interpretation of any of the provisions of this Scheme, it shall be referred to the Central Government for decision and that government shall decide the same.

22. **Power to relax.**—Where the Managing Director is satisfied that the operation of any of the provisions of this Scheme will cause undue hardship in any particular case, he may, by order and for reasons to be recorded in writing, dispense with or relax the requirements of that provision to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

23. **Duration of new scale of pay.**—The new scale of pay shall remain in force initially up to and inclusive of the 31st day of December, 1976 and thereafter shall continue to be in force unless modified by the Central Government.

24. **Other benefits.**—No employee shall be entitled to any benefit not arising out of this Scheme.

25. **Overriding effect.**—The provisions of this Scheme shall have effect notwithstanding anything to the contrary contained in any agreement, award or other instrument for the time being in force.

THE FIRST SCHEDULE

[*See* paragraph 3]

I. Pay Scales (Basic Salary)

A. *Supervisory and clerical staff*

(1) Superintendents

330—25—405—30—525—35—665—40—865.

(2) Senior Assistants

230—15—275—20—335—25—485—EB—30—665—35—735.

(3) Stenographers

230—15—275—20—335—25—485—EB—30—665—35—735.

(4) Assistants, Typists, Telephone Operators, Telex Operators, Receptionists, Punch Card Operators, Unit Record Machine Operators, Comptists and other equivalent positions:

175—10—235—15—295—20—395—EB—25—495—30—585.

(5) Record Clerks

165—6—177—7—191—8—215—9—260—10—300—15—390.

B. *Subordinate Staff*

(1) Drivers

166—5—181—6—199—7—234—8—274—9—310.

(2) Other Subordinate Staff

125—5—165—6—201—7—220—8—245.

II. **Functional Allowance**

Employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below:—

(1) Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars of Daftries. Rs. 20 p.m.

(2) Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs.25,000 or more. . . . Rs. 10 p.m.

(3) Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000—or more. . . . Rs. 25 p.m.

(4) Telex Operators, Punch card Operators and Unit Record Machine Operators. Rs. 25 p.m.

(5) Comptists Rs. 25 p.m.

(6) Stenographers to Chairman of the Corporation, Managing Directors, Custodian. General Managers, Assistant General Managers and equivalent positions Rs. 40 p.m.

Note 1.—The number and names of persons eligible to draw the functional allowance shall be determined by the Custodian or the Managing Director depending upon the load of work and administrative requirements.

Note 2.—An employee shall draw only one functional allowance at any one time.

Note 3.—An employee proceeding on leave shall be paid the functional allowance during his leave period provided he resumes work in the same position on the expiry of his leave.

Note 4.—No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position.

Note 5.—No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. **Dearness Allowance**

(1) *Scale of Dearness Allowance.*—The Scale of Dearness Allowance applicable to employees shall be determined as under:—

Index: All India Average Consumer Price Index Number for Industrial Workers as published in the Indian Labour Journal.

Base Year: 1960=100

(2) *Rate of Dearness Allowance.*—The Dearness Allowance payable to employees during each calendar quarter, namely, January to March, April to June, July to September and October to December shall be based on the average of the Index nmbers for the immediately preceding calendar quarter. Thus Dearness Allowance for April, May and June shall be based on the average for the preceding January, February and March and so on. The difference between the quarterly average index and the base index of 100 shall be divided by four

and the integer quotient so obtained shall be used as the multiplier for the percentages mentioned below:—

	Basic Salary Range	Rate of Dearness Allowance.
(i)	Where the basic salary of the employee is Rs. 245 or less.	4% of the basic salary.
(ii)	Where the basic salary of the employee is over Rs. 245 but not over Rs. 700.	3% of the basic salary, subject to a minimum of Rs. 9·80 (i.e. 4% of Rs. 245)
(iii)	Where the basic salary of the employee is over Rs. 700	3% of Rs. 700 plus 2% of balance.

(3) *Revision of Dearness Allowance.*—Revision of Dearness Allowance may be made on quarterly basis for every four points rise or fall.

IV. Qualification Pay

Employees shall be granted a monthly allowance called qualification pay or be granted increments on the following basis, namely:—

(1) Non-graduate assistants in service at the commencement of this Scheme who qualify as graduates within five years from the 1st day of January 1973 shall be granted two increments in their scale of pay effective from the date of publication of the result of the examination.

(2) An employee who qualifies in an insurance examination mentioned below, shall be paid with effect from the date of publication of the result of the examination, the amount of qualification pay as indicated below:

Provided that not more than one qualification pay shall be admissible to him.

	Examination	Qualification Pay per month
	Federation of Insurance Institutes or Chartered Insurance Institute.	
(i)	Licenciate	—Rs. 15 payable only to Assistants or equivalent or lower positions.
(ii)	Completion of Associateship . .	—Rs. 25 payable only to Senior Assistants or equivalent or lower positions.
(iii)	Completion of Fellowship . .	—Rs. 50
	Institute of Actuaries	
(iv)	Any three subjects	—Rs. 25
(v)	Any seven subjects	—Rs. 40
(vi)	Completion of Fellowship . .	—Rs. 60
	Institute of Chartered Accountants or Institute of Cost and Works Accounts.	
(vii)	Completion of Intermediate . .	—Rs. 25
(viii)	Completion of Associateship or Fellowship	—Rs. 50

(3) Persons appointed in the category of Assistants or in equivalent positions on or after the commencement of this Scheme shall be given two increments in the grade with effect from—

(a) the date of their confirmation in service if they join as graduate or qualify as graduates before confirmation;

(b) the date of publication of the results if they qualify as graduates within a period of five years from the date of their joining service.

(4) The grant of qualification pay or increments on graduation shall not affect the seniority of the person concerned.

(5) Where an employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any insurance examinations,

the amount of qualification pay shall be suitably reduced or be not admissible depending on the quantum of benefit already received.

Illustration.—If any Assistant has drawn two increments for completing Licentiateship and Associateship Examinations of the Federation of Insurance Institutes whose monetary value is

(a) Rs. 20—he shall receive a qualification pay of Rs. 5 p.m.

(b) Rs. 30—he shall not get any qualification pay.

V. **House Rent Allowance**

The House rent allowance in respect of employees shall be payable at 10 per cent of the basic salary subject to a maximum amount of Rs. 40 per month. The minimum house rent allowance shall be Rs. 22 for subordinate staff and Rs. 28 for Supervisory and Clerical Staff.

VI. **City Compensatory Allowance**

The City Compensatory Allowance shall be payable at Rs. 20 per month to all employees stationed at all Class 'A' and Class 'B' cities declared as such by the Central Government from time to time.

VII. **Hill Station Allowance**.

Employees stationed at Srinagar, Dharamsala, Baramulla, Anantnag, Palanpur, Simla, Almora, Nainital, Shillong, Darjeeling, Kathmandu, Oatacammand and Mercara shall be paid hill station allowance every month at the rate of 15 per cent of their basic salary subject to a minimum of Rs. 20 p.m. and a maximum amount of Rs. 75 p.m.

VIII. **Kit Allowance**

Employees transferred to any of the hill stations listed in paragraph VII shall be paid a kit allowance of Rs. 200. The kit allowance shall not be payable on transfer from one hill station to another or if the same was drawn at any time during the preceding three years.

IX. **Uniforms and Washing Allowance**

Issue of uniforms to subordinate staff including drivers and arrangement for washing or payment of a washing allowance shall be regulated as under:

(i) Office uniforms may be supplied to subordinate staff including Drivers.

(ii) 3 sets of cotton uniforms may be supplied to subordinate staff including Drivers once every year. In places specified by the Managing Director as places where winter is severe, a woollen uniform may be supplied in lieu of one cotton uniform and renewed every two years.

(iii) An employee to whom a uniform is supplied may be supplied with a pair of chappals once a year. Where woollen uniform is supplied, a pair of shoes in addition to chappals may be supplied once in two years. Where shoes are supplied two pairs of socks may also be supplied every year. One umbrella once every alternate year may also be supplied.

(iv) Where the Corporation or any of its Subsidiaries does not make arrangements to get the uniforms washed or cleaned, a washing allowance at a rate of Rs. 7 per month at Bombay, Calcutta, Delhi and Madras and Rs. 5 per month at other places may be granted to the employee. Where woollen uniforms are supplied, the actual dry-cleaning charges once a year may be reimbursed in addition.

THE SECOND SCHEDULE

[*See* paragraph 16]

I. Entitlement for travelling and halting allowance while on duty shall be regulated as indicated below:

A. Travelling Allowance

(1) *Train Journey*

Category	Mode and Class of Travel
(i) Employees drawing basic salary of Rs. 340 and above	First Class
(ii) Employees drawing basic salary below Rs. 340 excluding Subordinate Staff.	II Class or AC III Class*
(iii) Subordinate Staff	Third Class.

*Where II Class or AC III Class is not provided by Railways, travel by I Class may be allowed. Also, where the journey involves night travel, travel by I Class shall be admissible for the entire journey.

(2) *Travel by Steamer*

(i) Employees drawing basic salary of more than Rs. 600	Highest Class.
(ii) Employees drawing Rs. 340 and more but less than Rs. 600.	Higher of the two classes and middle or second in case more than two classes are provided.
(iii) All employees drawing less than Rs. 340 (other than Subordinate Staff).	Lower of the two classes, and middle or second if three classes. Third if four classes.
(iv) Subordinate Staff	Lowest Class.

(3) *Travel by Road*

By Public Transport by taking a single seat. . . *Actual fare.

*By upper class if provided, for all employees except Subordinate Staff.

B. Halting Allowance

(a) The rates of Halting Allowance shall be as follows, namely:—

Category	Amount
(1) Subordinate Staff	Rs. 10 per day.
(2) Employees other than Subordinate Staff :	
(i) Basic salary between Rs. 151—340 . . .	Rs. 15 per day.
(ii) Basic salary between Rs. 341—600 . . .	Rs. 25 per day.
(iii) Basic salary over Rs. 600	Rs. 30 per day.

(b) An increase of 25 per cent in the appropriate halting allowance shall be allowed at Bombay, Calcutta, Delhi and Madras.

(c) Full halting allowance shall be given for each 24 hours of absence from headquarters, the period of absence being calculated from the time of commencement of onward journey and ending with return to headquarters.

(d) Halting allowance for less than 24 hours shall be on the following scale:

(i) Absence exceeding 12 hours . . .	Full
(ii) Absence exceeding 6 hours but not exceeding 12 hours . . .	50% of the halting allowance.
(iii) Less than 6 hours	30% of the halting allowance.

(e) Halting allowance shall be allowed at full rates for the first 30 days of absence from headquarters on duty and thereafter at half the normal rates upto a maximum period of 90 days.

(f) Halting allowance in the case of employees who stay in guest houses maintained by the Corporation or any of its Subsidiaries shall be at half the normal rate where boarding or lodging is provided free and one-fourth of the normal rate if both boarding and lodging are provided free.

II. Travelling Allowance on Transfer

The rates of allowance and other relevant conditions shall be as under:

(a) Travelling allowance shall be allowed to the employee, and the family by the class of travel to which the employee is entitled to travel on tour.

(b) Towards incidents for the journey, halting allowance shall be granted to the employee and members of his family for the time spent on journey. For children below 12 years the entitlement shall be at half the rate of halting allowance.

(c) Joining time on transfer shall be allowed as follows:

(i) If no change of residence is involved, one day, Sunday or holiday being reckoned as a day for the purpose.

(ii) If change of residence from one station to another is involved, 6 days for preparation plus the actual time of the journey by different modes of transport, without any break in journey.

(d) Reimbursement of expenses on transportation of personal luggage shall be on the following basis:

For employees drawing basic salary		*With family*	*Without family*
Over	Rs. 600	20 Quintals	10 Quintals.
Between	Rs. 151—600	15 Quintals	7·5 Quintals.
Upto	Rs. 150	6 Quintals	2·5 Quintals.

The luggage may be carried by goods train or by passenger train or if rail transport is not available, by other mode of transportation, subject to the conditions that the cost of transportation shall not exceed the maximum permissible by goods train.

(e) The rate of transportation by road shall be 3 paise per km. for every 35 Kg. or part thereof.

For cartage of luggage from residence to rail-head and vice-versa. the same rates shall apply.

(f) For packing charges, reimbursement shall be as under:—

(i) For employees drawing basic salary below Rs. 340 . 1 paise per Kg.

(ii) For employees drawing basic salary of Rs. 340 and above 2 paise per Kg.

(g) Apart from reimbursement of packing and cartage, employees shall be given a Transfer Grant on the following scale:

Basic Pay		Transfer Grant
Upto	Rs. 150	Rs. 100
	Rs. 151—600	Rs. 200
Over	Rs. 600	Rs. 300

NOTE.—In this Schedule, "family" in relation to an employee includes the spouse, legitimate dependent children and parents residing with and wholly dependent on the employee.

THE THIRD SCHEDULE

[*See* paragraph 17]

Leave Travel Subsidy

(a) The concession shall be available to an employee and his family members once in a block of two calendar years provided the employee goes on earned leave for not less than 15 days. The first block shall cover the calendar years 1974-75.

(b) The employee shall bear the cost of travel for the first 200 Kms. each way and the cost of travel upto the next 1,000 Kms. each way shall be borne by the Corporation or any of its Subsidiaries. In the case of Subordinate Staff however the entire travel cost upto 1,000 kms. each way shall be reimbursed to an employee.

(c) The reimbursement shall be on the basis of the train fare or steamer fare of the class by which an employee is entitled to travel on duty as on tour, or by the class by which he or his family actually travels, whichever is less. In the case of journeys by road, the rates applicable to journeys on tour shall apply. Where an employee travels in his own conveyance or hires one, the claim shall be restricted to the employee only.

(d) The concession shall be available for travelling either to the employee's home town or to any other place of his choice.

(e) An employee may travel by a class below his entitlement for journeys exceeding 1,000 Kms. but the reimbursement to him shall be restricted to the actual fare paid by him limited to the amount payable under sub-paragraphs (b) and (c).

(f) The concession shall not be allowed to be carried forward and shall not be available if the employee himself does not proceed on leave for more than 15 days.

(g) The concession shall be admissible to the members of an employee's family accompanying or preceding or following the employee by a period not exceeding 6 months to the same extent as to the employee provided that during the period of leave the employee and family are at the same station.

NOTE.—In this Schedule, "family", in relation to an employee includes the spouse, legitimate dependent children and parents residing with and wholly dependent on the employee.

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